

Electrical Hazards - General

What is the hazard?

Numerous workplace burns, falls, electric shocks, and electrocutions have been caused by old, ungrounded electric equipment, overloading of circuits, exposed wires, use of electricity in wet areas, and other improperly installed, and improperly used electrical devices and equipment.

Level of Employee Exposure

Do you have employees exposed to this hazard?

Yes, ALL employees in a work environment with electricity and use of electrically-powered equipment or tools are subject to this hazard.

Use of Standard / Regulation / Guideline

What regulation or standard do you follow to protect employees from this hazard, if any?

Upper Management Support / Policy / Full Hierarchy Accountability

Is there a written policy on this hazard?

Who is in charge of ensuring that employees are kept safe from this hazard? A) At the senior management level. B) During day-to-day operations.

How does the agency ensure that the regulation or policy relative to this hazard is followed by all employees?

Training / Certification

What training have employees received relative to this hazard?

CONTROLS

Controls – Administrative

HAVE YOU CHECKED ALL OF YOUR ELECTRICAL EQUIPMENT FOR THE FOLLOWING ISSUES:

Are all temporary cords (e.g., extension cords) mechanically durable and intact?

Has the ground pin been removed from any extension cords?

Have any extension cords been cut and improperly repaired?

Are temporary cords used in place of permanent wiring in any location for greater than 90 days?

Are temporary cords fastened to walls, run under doors, or used as permanent wiring of a building or work space?

Are circuits overloaded or potentially overloaded in any area?

Do you have any “power strips” (aka “surge suppressors”, “relocatable power taps”) at your location?

Are any items other than computers and related equipment and basic office equipment (excluding photocopiers) plugged into power strips?

Are power strips used in any wet or damp locations?

Do you have any refrigerators, coffee machines or microwaves at your work location? What are they plugged into?

Do you know if they are grounded, in particular older refrigerators?

Are they plugged into “power strips” which are not listed and labeled for use by a “UL” approval from the device manufacturer?

Are all electrical boxes fully intact, (e.g., no concentric knock-outs, no blanks missing in circuit panels, trim panels intact, mechanical integrity of all wiring intact)?

Do you have “GFCIs” in all outlets in all kitchens, bathrooms, and other wet/damp locations?

Are “GFCIs” tested and the results logged on a regular basis?

Emergency Response Planning

Is there a plan in place to respond to an accident or emergency with this hazard?

Concerns / Near Misses / Accidents

Is there a designated person to whom employees go with complaints or concerns about this hazard?

Is there a formal reporting procedure for near misses (narrowly avoided accidents)?

Is there a formal reporting procedure for accidents/injuries/illnesses with this hazard?

Have you had any accidents or near misses with this hazard? Please give an estimated date and brief description.

Prevention

Can you identify any ways that would eliminate or reduce employee exposure to this hazard?

What would be needed to implement these preventive measures?

Other / Comments / Anything You Want to Add

Are there any other controls to protect employees from this hazard?

Any other general comments:

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE WITH THIS DOCUMENT,
CONTACT: Hilary Hackbart, Massachusetts Division of Occupational Safety,
617-969-7177, ext. 333, or hilary.hackbart@state.ma.us